



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 05/18/2010
Application Deadline: 06/01/2010
Job Post ID: 3665
Job Title: Maintenance Supervisor
Min Monthly Salary: \$3,184.00
Number Positions: 1
Location: St. Charles Maintenance Facility
District/Division: District 6 / Maintenance Division
Human Resources Contact Number: 317-275-1500

General Summary:

The maintenance supervisor serves in one of the following capacities: as an assistant supervisor for a large highway maintenance building, full supervisor for a small highway maintenance building, or as a supervisor over multiple signing or striping crews. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

High school diploma or GED

Valid Class A Commercial Driver's License with tanker endorsement and no air brake restriction

Six years of progressively responsible experience performing roadway, roadside, bridge, or sign maintenance or pavement marking responsibilities.

Supervisory Responsibilities:

Full Supervision

Special Working Conditions/Job Characteristics:

Job requires heavy physical exertion and effort.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work:

- Serves as either an assistant supervisor in a large highway maintenance building, full supervisor in a small highway maintenance building, or as a supervisor over multiple signing or striping crews.
- Coordinates with other maintenance buildings to ensure sufficient work force is available to complete field operations.
- Oversees routine maintenance of equipment, buildings and grounds.
- Investigates and responds to public inquiries and complaints regarding road, bridge, and right of way conditions.
- Inspects bridges and roadways to determine maintenance needs, work progress and results of completed work.
- Provides training to employees on safety, equipment operations and maintenance procedures.
- Maintains purchase, supply, inventory, usage and materials records; maintains personnel records and reports.

- Evaluates employee performance, and may make recommendations on employment, promotion, transfer, disciplinary action, and discharge.
- Responds to roadway incidents, including during nights and weekends, and directs activities following traffic accidents, snowfall, flooding, spills and other emergencies.
- Coordinates with utilities, contractors, municipal public works departments and private individuals on roadway issues.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy, you will need to complete and submit your MoDOT Employment On-Line Application and transcripts to Human Resources on or before the application deadline. It is very important that you submit a fully completed application (along with transcripts if a college degree is required for the position) in a timely manner to ensure that your application is appropriately processed. [Click here to apply.](#)

**Missouri Department of Transportation
Human Resources
1590 Woodlake Drive
Chesterfield, MO 63017-5712**

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V